

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Reissue</p>		広報番号： Announcement No.	SRFJPMC-089-09(R2)
		募集締切日： Closing Date	1 Oct 09 1 st cut off: 20 Aug 09 2 nd cut off: 10 Sep 09
		発行日： Date of Issue	31 Jul 09
1.職種名 Job title (等級 Grade <u>8</u> / 語学等級 LAD <u>4</u>) Supervisory Industrial Specialist, #93 (監督産業専門職) 受諾可能な下位等級 Acceptable Trainee Level: 1-7 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka, Production Department (C300), Shop Division (C350), Production Support Branch (C351) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 – 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00-16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">See attached sheet</p>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-7 level in the related work. b. Knowledge of SRF-JPMC facility and equipment functions, procedures, policies and organization structures, etc. c. Knowledge of IPE maintenance, EMSS database systems, service craft, overhaul/drydocking projects, and overhead budget system under C350's responsibility. d. Ability to analyze industrial process, utilizing the knowledge and experience in the area of mechanical, electrical, chemical and/or architectural, to devise new and/or revise current technical methods and procedures. e. Ability to coordinate with all SRF-JPMC shops and codes to improve, support production procedures and to provide constant and urgent supports through troubleshooting, repair, procurement, modification of machine tools and plant equipment. f. Ability to supervise subordinate employees. g. Ability to speak, read and write English at fluent proficiency level (LAD-4). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-7: a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized experience, possession of Doctorate Degree in accredited Graduate School in a related field may qualify him/her at 1-7 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : SRFJPMC Manpower Division, Code 1160		軍電 (DSN) 243-4554 / 4553
PD No.:SRFJPMC-351-007	PD is accurate and current. Certified by Activity: ho	HRO: (3/17)mm3/17 ms 3/18 (5/28)mm5/29 ms 5/29 (7/28)mm7/30 ms 7/30

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

1. Initiate design and development of new and/or improved industrial equipment layout plans, including selection, installation, and utilization of modern industrial equipment for various shops and codes in SRF-JRMC. (10%)
2. Analyze industrial processes, utilizing the knowledge and experience as industrial/engineering specialist in the area of mechanical, electrical, chemical and/or architectural, to devise new and/or revise current technical methods and procedures so that industrial and managerial operations are in line with modern production technologies. (10%)
3. Coordinate with all SRF shops and codes to improve and support production procedures, which are the most essential parts of the SRF-JRMC mission, and provide constant and urgent supports through troubleshooting, repair, procurement, modification of machine tools and plant equipment. (10%)
4. Develop a draft of annual overhead budget for Equipment within the category of SRF O&MN budget and control the expenditure in this category not to exceed the budget. (10%)
5. Improve Equipment Maintenance Management System (EMMS) to ensure that the maintenance program for IPE and minor property in shops and codes are conducted properly. Manage the property accounting program ensuring that all major equipment are registered and updated on the Defense Property Accounting System (DPAS). (10%)
6. Develop a long range replacement/procurement plan of large scale industrial equipment, which fall under the category of OPN funds ($\geq \$250K$), in accordance with major shop building replacement programs (JFIP and MILCON, etc.), manage annual budget cycle from requesting through execution, supervising the development of procurement specifications and cost estimates drafted by the subordinate staffs. (10%)
7. Manage SRF-JRMC owned small crafts, boats and floating assets, acting all phases from typedesk/planning function till execution; i.e., initiate and manage long range maintenance plan, request budgets for annual maintenance and overhaul/drydocking projects, maintain the registration on Service craft and Boat Accounting and Report (SABAR), review the job specification for in-house work and contracting out, supervise the actual job and maintain the record. (10%)
8. Perform administrative and technical supervisory duties for about 53 subordinates. (30%)